

AR-50-71; Rev. 76

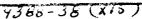
APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

Attention: Scheduling Section.						
FOR AGENCY USE	1. Agency Address		FOR RECORDS M	ANAGEMENT USE		
Application Date	######################################		Application Number			
1/25/83	Administration Division, Port Police		79-136-A			
Application Number	P. O. Box 2406		Date Received	THE RESIDENCE OF THE PARTY OF T		
	Savannah, Georgia	31402	JAN 2 8 1983	FEB 9 1983		
2. Person to Contact		Working Title	la poti e escapta de la composició	relephone Number		
William L. Kilroy,	, Jr.	Chief of Port Polic		964-3925		
3. Action Requested	r sawa ri gar i, <u>wan</u> i findhingari da hari ti L	१९४८ - १८८८ व्याप्त १८० जिल्लाम् । सम्बन्ध सम्बन्ध । सं १ ५४४-दे सं				
a. Establish Retention	Schedule; [‡] record will continue '	to accumulate.				
	cumulation; no further accumu					
		One: Change; Superced				
! 4. Dates of Series Earliest Latest	5. Records Series Title (70/10	wed by title used in office; if di	fferent)			
	loce and Dilf	lanaga Danauta		:		
6. Division and Office Function	Loss and Pilf		which this record and	Charges at an		
10 Port Police Depar	tment is responsible	for vehicle security ((issuance and ma	intenance		
or all decal records	o, logging of non-regi	stered vehicles, proce	essing of incom	ing and out-		
testing of security	procedures for intern	ing record checks for ity, investigation int	all new personi	mer, periodic		
; personnel), physical	security (conducting	rolling patrols and k	kev patrols thro	ough all		
areas of the Port).	Maintain fire preven	tion systems, conduct	fire prevention	n and		
! fire fighting traini	ng for Port Police pe	rsonnel. Enforces tra	affic ordinances	s. develops		
and maintains parking	g plan and maintains	liaison with other age	encies: example	e, Coast		
activities.	., customs including	surveillance, investig	ation and pilfo	erage		
accivities.		:		,		
		, , , , , , , , , , , , , , , , , , ,				
7. Record Series Description	This file contains the follow	ring documents (include form nu	ombers and titles if an	iv):		
	Attach samples of the file,		,	,,,		
Documents relating to:	Loss or pilferage of cargo at G.P.A. facilities by theft or shortage.					
	coss of pillerage of	cargo at G.P.A. Tacij	illies by thert	or snortage.		
Included are:	*	n A	in the second se	•		
migracou ure.	Report of investigation, Loss and Pilferage worksheet showing:					
location, date, date of report, time of report, time discovered,						
	by whom, description	and amount of loss or	pilferage, va	lue,		
		age, name of receiving	; clerk, bill of	lading,		
number, intelligence information.						
	•					
File is arranged:	Numberically by acci	anad numban				
	Numberically by assi	yned number.				
8. Monthly Reference Rate	How often are records re	ferred to which are:		in a angun samungan manggan mengangkan dan seberahan seberahan seberahan seberahan seberahan seberahan seberah		
One to six months old15; Seven to twelve months old10; Thirteen to twenty-four months old5;						
twenty-five months and older2?						
9. Annual Rate of Accumulation of Records Letter-size drawers; Legal-size drawers; Shelves; Other (specify)						
Letter-size orawers; Legal-size grawers; Shelves; Other (specify)						
1	<u>.</u>					

YES NO 10. Questionnaire	(Place an "X" in the proper \propto	olumn)				
1 V 1	icial copy of the series?					
h. Does the serie		n requiring security handling? If yes, cite law or regu	dation			
	<u> </u>					
	X C. Is this a vital record?					
		necessary to keep the entire file for a long period, co	uld these			
	scheduled separately?	trecessary to keep the entire the for a long period, to	uid tilese			
X f. Is the information	ation contained in this series ever I	published? If yes, attach copy,	1			
g. Is the information of the street of the s	ation contained in this series ever a	analyzed and/or recorded in a summarized report?				
h. Is there a dup		ce, or in another office or agency? Files.	والمحالية والمراكبة والمحالة			
		microfilmed?	1			
X i. Does the reco	rd series result in a computer prin	tout?	•			
11. Retention Requirements	The following requir	res the series to be kept:				
a. State Law	years.		years.			
b. Statute of limitation	years.		1 years.			
c. Federal law	years.	f. Federal retention instructions	years,			
Assach annu ay ayayest af	itaria annomitatione. Frantsis ident	attendation (ACCA)				
	laws or regulations. Explain admir					
Office leter	ence requirements	 A superficiency of the superficiency o	· · · · · · · · · · · · · · · · · · ·			
12. Approved Disposition Ins	tructions This agency recomm	iends that the file series be cut off at the end of each:				
the strip well with		Fiscal Year; D Other	then,			
Transfer to local holdi	es area <u>month(s)</u> ing area, hold <u>la la vida</u> year(s) ords Center; hold <u>was to some</u> yea	; then the section of	erik eri eri eri Turk in errek Turk in errek			
I	lives for permanent retention. $-^{\pm}$					
Other (Specify)	· :					
		\mathcal{N}_{i}				
			•			
	•	v e	-			
	Contract of Administration Con-	Sign period in the first the state of				
			,			
	evant til en e <mark>nn</mark> gst Birelete. Helioperite eller beverg til eller	and the first of the first of the second	,			
	and the state of the					
These instructions apply t	to all prior and future accumulation.	ons of the series.				
Agency Head/Designee (Signal	ature) Date	Records Management Officer (Signature)	Date			
0010		March and March and and and				
- S Store	7-26- 7	Caral Masiley	1-26-83			
		State Records Committee (Signature)	Date			
Recommendations in para-			1.7.1.			
graph 12 are approved.	State Auditor/Designee	Want Soul B	V 196/83			
(If disapproved, attach letter of explanation.)	Secretary of State/Designee	Edward Weder	2/2/82			
		111	17/00			
	Attorney General/Designee	Reversa Side)	1883			
AR-50-71; Rev. 76	(F	78/8136 2(08)				





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FOR AGENCY USE		1. Agency Address	FOR RECORDS MANAGEMENT USE			
Application Date		Georgia Ports Authority	Application Number			
8/01/79		Administration Division, Port Police	79-136			
40	plication Number	Post Office Box 2406	Date Received Date Completed			
	75	Savannah, Georgia 31402	AUG - 6 1979 AUG 1 3 1979			
2.	Person to Contact	Working Title	Telephone Number			
	William L. Kilroy,	Dr. Chief of Port Police	964-1721, # 211			
3.	Action Requested					
	a. A Establish Retention S	Schedule; record will continue to accumulate.				
	b. Dispose of present ac	cumulation; no further accumulation anticipated.				
	<u>a</u> <u>Amend Application I</u>	والمراب				
	Detes of Series rliest Latest	5. Records Series Title (followed by title used in office; if di	fferent)			
		Land and Dilling as December				
	1970 To Date	Loss and Pilferage Reports				
€.	Division and Office Function	What is the function of the Division and the Office in	which this record series is created?			
The Port Police Department is responsible for vehicle security (issuance and maintenance of all decal records, logging of non-registered vehicles, processing of incoming and outgoing trucks), internal security (conducting record checks for all new personnel, periodic testing of security procedures for integrity, investigation into background for Port Police personnel), physical security (conducting rolling patrols and key patrols through all areas of the Port). Maintain fire prevention systems, conduct fire prevention and fire fighting training for Port Police personnel. Enforces traffic ordinances, develops and maintains parking plan and maintains liaison with other agencies; example, Coast Guard, F.B.I., G.B.I., Customs including surveillance, investigation and pilferage activities.						
7.	Record Series Description	This file contains the following documents (include form nu Attach samples of the file.	ımbers and titles, if any):			
- -	Documents relating to:	Loss or pilferage of cargo at G.P.A. facil	ities by theft or shortage.			
	included are:	Report of investigation, Loss and Pilferage location, date, date of report, time of reby whom, description and amount of loss or import, export, storage, name of receiving number, intelligence information.	eport, time discovered, pilferage, value,			
			•			
i I	File is arranged:	Numerically by Assigned Number.				
8.	Monthly Reference Rate	how often are records referred to which are:				
	One to six months oldtwenty-five months and older	15 ; Seven to twelve months old; Thirteen t	o twenty-four months old $\frac{5}{}$;			
9.	Annual Rate of Accumulatio	n of Records	A			
i	Letter-size drawers	; Legal-size drawers; Shelves;	Other (specify)			

×	a. Is this the offi	cial copy of the	series?	£ 3. v	-7-	,	,	, ·
	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.							
×	c. Is this a vital record?							
×			l or long term res					
×	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?							
×			in this series ever	oublished?	If yes attach of	NOV.		
×						a summarized rep	ort?	
	it ves, attach o	:00Y		······································				
_ ×	if yes, where?	ication of this s	series in your offic	œ, or in ano	ther office or ag	ency?		
×		r a maior porti	on of it! regularly	microfilme	1?			
<u> </u>	i. Does the recor		n a computer orin					
ii. Hetent	ion Requirements	Th	e following requi	res th e series	to be kept:			•
a. Stat			years.	d.	Audit period			years.
	tute of limitation		years.		Administrative	–		vears.
c. Hed	erai law		years.		Federal retention	on instructions	.	years.
Attach	copy or excerpt of l	laws or regulation	ons. Explain admi	nistrative ne	arl Color		-	
	oup, or anosipion	. arro or . ogorati.	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	inistracivo no	cu.			•
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42 Annou	red Disposition Insti					ut off at the end o		
☐ Trai ☐ Trai ☐ Oesi ☐ Trai	nsfer to State Archiver (Specify)	g area, hold ds Center; hold ves for permane	year(s) yea	; then ir(s); then				
These i	nstructions apply to	s all prior and f	utues accumulatio	ons of the se	riae			
,								
Agency Hea	d/Designee (Signa	ture)	Date	Records N	lanagement Offi	cer (Signature)		Date
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	flu (<u></u>	72/7	(dia)	1 longlay	1 200 B	noak	8 / //
Daga	daalaan to ooo	-		St	ate Records Cor	pmittee (Signatur	e/	Date
graph 12 are	dations in para-		itor/Designee	h-				5-10-79
(If disappro	oved, attach letter		M.	A	11 . 4	-		0 /- //
of explanati	ion.)	Secretary of	state/Designee	Med Steel				5-7-79
		Attorney G	eneral/Designee					8-10-79